**Title:** *Please enter application title*

**Applicant Name:**  First Last Name, Degree(s)

 Academic Title:

Primary Research Mentor:

 PGY:

 Division of

 Address, Office

 City, State Zip

 Phone:

 Email:

**PROPOSAL CHECKLIST** Incomplete applications will not be accepted past 5:00pm on submission deadline. No extensions are granted for missing items. Please use the checklist below to ensure you have included all of the required documents. (Do not include this checklist in the final application)

[ ]  Budget Worksheet attached separately as an excel sheet and included in the PDF (please use MCHRI’s template)

[ ]  Introduction (Resubmissions only – maximum 2 pages)

[ ]  Research Plan (maximum 3 pages)

[ ]  Specific Aims

[ ]  Project Timeline

[ ]  Relevance to Maternal and Child Health

[ ]  Background and Significance

[ ]  Preliminary Studies (if available)

[ ]  Research Design and Methods

 [ ]  Included human subject research feasibility (if applicable)

[ ]  Contacted SCH Clinical Research Support Office (if applicable)

[ ]  Career Development

[ ]  Potential Pitfalls and Contingency Plans

[ ]  Future Steps

[ ]  Appendix (Figures and References) (maximum 3 pages)

[ ]  Supporting Documents

[ ]  Applicant Information

[ ]  NIH Biosketch (maximum 5 pages per person)

[ ]  Personal Statement (1/2 page)

[ ]  Division Chief or Department Chair Nomination Letter with attestation of 75% protected research time (maximum 1 page)

[ ]  Supervisor/ Primary Research Mentor Information

[ ]  Mentor support form completed online

[ ]  NIH Biosketch (maximum 5 pages per person)

[ ]  Non-Primary Mentor Information (if applicable)

[ ]  Letter of Support

[ ]  NIH Biosketch (maximum 5 pages per person)

[ ]  Co-Investigator/Collaborator Information (if applicable)

[ ]  Letter(s) of Support

[ ]  NIH Biosketch (maximum 5 pages per person)

[ ]  IRB Approval (if applicable)

 [ ]  Confirmation of IRB application submission and date (mm/dd/yy) of the scheduled IRB review meeting

 [ ]  IRB approval letter included if IRB has already been approved

 [ ]  Proposal is exempt from human subject research